

To: Varcoe, Betsy[Varcoe.Betsy@epa.gov]
From: Morales, Monica
Sent: Thur 5/19/2016 2:40:00 PM
Subject: Input Needed: Utah Regional Haze Action Memo
U&O Proposed FIP 5872 - Transmittal Memo to OP - signed.pdf
UT RH FIP Action Memo 5-18-16.docx

Hi Betsy – Please see the 2nd attachment. Per my conversation with Shaun late yesterday, he wanted a few edits (shown in RLSO) to clarify that the action was from Janet McCabe to the Administrator in addition to Region 8. Are the edits we have made “ok”? Gail is questioning if we should leave the wording as we had it. Shaun needs to sign today, so we can transmit to Janet tomorrow. Thanks for your help.

P.S. We’ve also attached an example transmittal memo that we sent to OP, but not sure it really is of use here.

Monica S. Morales

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morales.monica@epa.gov

From: Fallon, Gail
Sent: Thursday, May 19, 2016 7:48 AM
To: Morales, Monica <Morales.Monica@epa.gov>
Subject: FW: Transmittal memo example

Good morning – So with this direction, I think we need to keep in the language “Region 8 is requesting” and “I recommend that you sign” – is that ok?

From: Cyran, Carissa
Sent: Thursday, May 19, 2016 7:25 AM
To: Fallon, Gail <fallon.gail@epa.gov>
Subject: Transmittal memo example

Good morning, Gail,

Janet's signature block is

Janet G. McCabe

Acting Assistant Administrator (6101A)

Since your memo is the action memo, it should be from the RA through Janet through Office of Policy to the Administrator.

Let me know if you have any questions.

Carissa